



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA
INDIAN HEALTH SERVICES

We will not accept faxed or e-mailed applications.



Applications mailed using government postage or through an internal government mail system will not be considered.

VACANCY ANNOUNCEMENT

SR-09-048

OPENING DATE

05/04/2009

CLOSING DATE

05/22/09

POSITION

PHARMACIST

LOCATION AND DUTY STATION

NORTHERN NAVAJO MEDICAL CENTER
Division of Community Health Services, Diabetes Education
Counseling Center (DECC), Shiprock, NM

GRADE/SALARY

GS-660-11; \$*66,054 - \$80,913 per annum

NUMBER OF VACANCIES: One (1) Vacancy (SD86-01)

Special Salary Rate authorized under 5 USC 5305

APPOINTMENT

/X/ PERMANENT

WORK SCHEDULE

/X/ FULL TIME

AREA OF CONSIDERATION

/X/ IHS WIDE

PROMOTION POTENTIAL

/X/ NO KNOWN POTENTIAL

SUPERVISORY/MANAGERIAL

/X/ NO

HOUSING

/X/ GOVT HOUSING MAY BE AVAIL

TRAVEL/MOVING EXPENSE

/X/ WILL BE PAID

DUTIES: The incumbent is responsible for the implementation and support of cardiovascular risk reduction services for Type 2 diabetic patients. These services include, but are not limited to, developing and updating medical protocols in the areas of glycemic control, hypertension management, hyperlipidemia management, and anticoagulation monitoring services. The incumbent coordinates the implementation of the protocols along with the diabetic clinical director. Develops the Honoring the Gift of Heart Health curriculum along with Indian Health Service patient education protocols. Analyzes, evaluates, and improves processes related to assessment of patient needs, development of care plans, coordination of care, integration of team members in care plan with referrals, and the use of flow sheets, DMS/RPMS/EHR to monitor care. Acquires a comprehensive knowledge of individual case management, disease management, and self-management education in the area of diabetes and serves as a knowledge base liaison for other team members. Establishes effective interpersonal relationships with all levels of medical center personnel, patients and surrounding community. Promotes an atmosphere that encourages enthusiasm and user participation in the diabetic cardiovascular risk reduction program. The incumbent provides training to diabetic case management and support staff on use of protocols, educational materials and services available, current guidelines, and objectives to treating the diabetic population in a manners that is not only culturally appropriate, but also sensitive to traditions and conditions of the patient population. The incumbent serves as the diabetes resident coordinator for the pharmacy resident program. Researches and evaluates new medication available to optimize patient care in the diabetic population. Serves as an educator not only in direct patient care, but also in the community and service unit.

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

BASIC REQUIREMENTS:

Education: Four year bachelor's degree in pharmacy recognized by the American Council on Pharmaceutical Education.

Licensure: All applicants must be licensed to practice pharmacy in a State, territory of the United States, or the District of Columbia.

In addition: For GS-11 – Successful completion of a 6 year course of study leading to a Doctor of Pharmacy (Pharm.D.) degree; 1 year of professional pharmacy experience equivalent to at least GS-9.

MEDICAL REQUIREMENTS: Applicants must be able to distinguish basic colors.

THIS POSITION IS LOCATED IN A TOBACCO FREE ENVIRONMENT

CONDITIONS OF EMPLOYMENT: Immunization Requirement - all persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service or any Area Office position, which requires regular work at a Service Unit.

SELECTIVE PLACEMENT FACTOR: **Licensure:** All applicants must be licensed to practice pharmacy in a State, territory of the United States, or the District of Columbia.

OTHER SIGNIFICANT FACTORS: This position is covered under the Indian Child Protection Act and is hereby designated an authorized child care position subject to P.L. 101-630 and P.L. 101-647.

PHYSICAL DEMANDS: Most the work will be in an outpatient medical setting where the incumbent will be required to walk, stand, bend and carrying of light items. The ability to perform foot checks, obtain blood pressure readings and measurement of blood glucose with the use of medical devices is necessary. The ability to work on a computer for hours may be necessary. The work requires some travel for presentations, education, and participation in workshops. Projects may demand the incumbent to work under stress, to meet deadlines, and cope with changing priorities and multiple projects and tasks that vary in nature.

WORK ENVIRONMENT: Work may be performed in any area of the Shiprock Service Unit, with occasional travel to the Inscription House Health Center or other health setting exposing the incumbent to the same environment as the clinical staff on duty. Most of the work is performed in a medical provider office setting. Some duties require work in the communities at workshops, seminars, activities. These activities may be indoor or outdoor in a wide variety of settings, which may include schools, churches, longhouses, businesses, and tribal facilities. The work can require long hours to meet project deadlines and to meet the needs of the community.

TIME IN GRADE REQUIREMENTS: Candidates applying under the provisions of the Excepted Service Examining Plan may be appointed without regard to time-in-grade requirements. Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of service at the GS-9 grade level to qualify for the GS-11 grade level.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade (if applicable), and qualification requirements by the closing date of the of the vacancy announcement.

*****NOTE***** Refer to OPM Handbook Qualification Standards Operating Manual or the IHS Excepted Service Qualification Standard, series GS-660 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your Servicing Human Resources Office.

WHO MAY APPLY: **Merit Promotion Plan (MPP) Candidates:** Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the Competitive Federal service) and from current permanent IHS employees in the Excepted federal service who are entitled to Indian preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. • Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their Application for Federal Employment or Resume, whether their application is submitted under the IHS Excepted Examining Plan, the IHS Area Merit Promotion Plan or both. Status applicants may apply for a position under both the MPP and non-status application procedures. In this case, the must file two applications for dual consideration.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, and those with 30% or more compensable service-connected disability).

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION (CTAP). If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice of a certificate expected separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP).

1. To receive this priority consideration you must be a current DHHS career or career-conditional (tenure group I or II competitive services employee who has receive a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice of CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.

3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP). If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with our application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or current
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is begin terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submit a Standard Form 50 that indicates "Retirement in lieu of RIF", or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position for which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria e.g., submit all required documentation, etc.)
7. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to this position. To receive full credit for your qualifications, provide a narrative statement, training, awards, hobbies, self-developed achievements, and any other aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility. The KSA's in your narrative statement will be the principal basis for determining whether or not you are highly qualified for this position. Describe your qualifications in each of the following:

1. KNOWLEDGE OF PHARMACEUTICAL TECHNIQUES, METHODS PROCEDURES TO EFFECTIVELY PLAN, ORGANIZE AND CONDUCT DIABETES EDUCATION.
2. ABILITY TO OPTIMIZE MEDICATION REGIMEN.
3. ABILITY TO ESTABLISH AND MAINTAIN CONTINUING WORKING RELATIONSHIPS.
4. ABILITY TO WORK UNDER PRESSURE

HOW & WHERE TO APPLY: All applicants, except Commissioned Officers, must submit one of the following to the Northern Navajo Medical Center, Human Resources Department, P.O. Box 160, Shiprock, New Mexico 87420-0160 by 4:30 p.m. on the closing date:

1. OF-612, Optional Application for Federal Employment;
1. Resume; or
2. Any other written application format

Plus:

1. BIA Form 4432, if applicable.
2. OF-306, Declaration for Federal Employment
3. Addendum for Child Care & Indian Child Care Worker Positions Form
4. Any other necessary documentation pertinent to the position

Applicants claiming Indian Preference, must submit a copy of an official Form BIA 4432 "Verification of Indian Preference for employment in the Bureau of Indian Affairs and the Indian Health Service", signed by the appropriate BIA Official.

Veterans: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

"Declaration for Federal Employment" (OF-306) and Addendum for Child & Indian Child Worker Positions form must be completed and submitted with original signatures to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding yes to any one of these two questions can make you ineligible for employment in this position. If you make a false statement in any part of your application; you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

For more information contact: Margaret Begay, HR Specialist, 505-368-6091; E-mail: margaret.begay2@ihs.gov

***INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #7 (HIGH SCHOOL), #8 (COLLEGES AND UNIVERSITIES), AND #9 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, mailing address (with zip code), day and evening phone numbers (with area codes).
3. Social Security Number.
4. Country of Citizenship.
5. Veteran's Preference Certificate: indicate if you are claiming preference; attach DD-214. Preference is not applicable to current DHHS permanent employees (Federal employees with competitive status or reinstatement eligibles).
6. Highest Federal civilian grade held (give series and dates held; attach SF-50, if applicable).
7. High School: Name, City, State (zip code if known) and date of diploma or GED.
8. Colleges and Universities: Name, City, State (Zip code if known), majors, type and year of any degrees received (if no degree, show total semester or quarter hours earned); attach official transcript.
9. Work experience (Paid and Non-Paid); Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per week, and salary.
10. Indicate if we may contact your current supervisor.
11. Job related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments, etc.

COMMISSIONED OFFICERS: Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Personnel Office against the applicable Preston Standard or the Civil Service Standard, if no Preston Standard exists. These applicants must describe the experience gained their two most recent positions and provide the dates they occupied those positions.

In addition, Commissioned Corps applicants must also provide information regarding education, including degrees obtained and schools attended by submitting official transcripts and they include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, those applicants must submit specific information related to any knowledge, skills and abilities, which are being used as selective factors. Commissioned Corps applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience. THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

ADDITIONAL SELECTIONS: Additional or alternate selection may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographical location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATE: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

/s/ Margaret A. Begay, 05/01/09

HR CLEARANCE

DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER SR-09-048. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.

SUPPLEMENTAL QUALIFICATION STATEMENT
PHARMACIST, GS-660-11

1. KNOWLEDGE OF PHARMACEUTICAL TECHNIQUES, METHODS, PROCEDURES TO EFFECTIVELY PLAN, ORGANIZE, AND CONDUCT DIABETES EDUCATION. This is knowledge of applying professional and scientific knowledge in the field of Pharmacy in order to plan, organize, and conduct diabetes education. This includes knowledge of the current health care industry with emphasis on diabetic and cardiovascular care. What in your background would indicate that you possess this knowledge?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

2. ABILITY TO OPTIMIZE MEDICATION REGIMEN. This is the ability to review the patient's complete medical record to gather information, identify opportunities for improvement in patients' medication regimen, implement modifications in regimens and monitor outcomes. What in your background shows you possess this ability?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

3. ABILITY TO ESTABLISH AND MAINTAIN CONTINUING WORKING RELATIONSHIPS. This includes the ability to establish and maintain continuing working relationships with hospital managers and subordinates. What in your background would indicate that you possess this ability?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

4. ABILITY TO WORK UNDER PRESSURE. This includes the ability to function effectively under pressures of time and/or handling several tasks at once by efficiently planning and organizing the work and properly determining priorities. This includes the ability to be persuasive in gaining the confidence and cooperation of others and the ability to exercise tact, diplomacy and mature judgement. What in your background would indicate that you possess this ability?

Who can verify this information? (Please provide telephone numbers)

What was the duration of these activities?

CERTIFICATION

I, CERTIFY, that all the statements in the above statements are true, complete and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant

Date